Identifying Troubled Families
Year 2 Nomination Process

The Troubled Families programme is a national initiative focussed on improving the life chances of Kent’s most disadvantaged families by transforming and joining up public services and making savings by doing so. The programme provides both a challenge to existing services about how to work better and more collaboratively, and an opportunity in terms of the capacity to draw down funding from the attachment fee and payment by results elements of the programme.

Kent has committed to turning around 2,560 families over a three year period, with 1,082 in the first year and 1,094 in year 2. The criteria for inclusion are based on three main elements; reducing the number of school exclusions/absences, reducing crime/Anti-social Behaviour (ASB) and improving work readiness.

Government Criteria for Identifying Families

1. Crime/anti-social behaviour (ASB)
Identify young people involved in crime and families involved in anti-social behaviour, defined as:

- Households with 1 or more under 18-year-old with a proven offence in the last 12 months

AND/ OR

- Households where 1 or more member has an ASBO, ASB injunction, anti-social behaviour contract (ABC), or where the family has been subject to a housing-related ASB intervention in the last 12 months (such as a notice of seeking possession on ASB grounds, a housing-related injunction, a demotion order, eviction from social housing on ASB grounds.

2. Education
Following clarification from DCLG, local authorities and schools are asked to adopt a common sense approach. Based on evidence of worrying levels of non-attendance, head teachers and Troubled Families Coordinators should apply their professional discretion to identify children whose patterns of attendance are of equivalent concern to those set out in the existing criterion. As a result, we would like to clarify the criterion as follows:

- Households affected by truancy or exclusion from school, where a child:
  - Has been subject to permanent exclusion;
  - Has had 3+ fixed school exclusions across the last 3 consecutive terms;
  - Is in a Pupil Referral Unit or alternative provision because they have previously been excluded or for the purposes of improving their behaviour;
  - Has been placed in specialist provision within a mainstream school for the purposes of improving behaviour which is comparable to the use of alternative provision;
  - Is not on a school roll; or
  - Has had 15%+ unauthorised absences from school across the last 3 consecutive terms or evidence of a pattern of poor attendance that gives the Head Teacher an equivalent level of concern. Authorised absence may be taken into account where there is a comparable attendance problem masked by recording practices.

3. Work
- Households which also have an adult on DWP out of work benefits (Employment and Support Allowance, Incapacity Benefit, Carer’s Allowance, Income Support and/or Jobseekers Allowance, Severe Disablement Allowance).
There is also the option to use a **local discretion filter** to add other families local partners would like to include who meet any 2 of the 3 criteria above and are high cost or have underlying health problems (e.g. substance misuse, teenage pregnancy). This will be discussed at district level.

**A clarification from DCLG of new discretionary criteria follows:**

**Pre-school age children and the local criterion:**

Local areas are using the discretionary fourth local criterion effectively and targeting high cost households. The nature of the three national eligibility criteria is inevitably weighted towards the inclusion of families with older children (e.g. those of school age and over the age of criminal responsibility). Therefore, the fourth local discretionary criterion offers an opportunity to include factors relating to young children (e.g. child protection concerns).

In this context, we thought it would be helpful to highlight that since the publication of the financial framework, there have been some developments in provision of early education for pre-school age children.

The recent developments as follows:
- All three and four year olds are entitled to free 15 hours of Early Years Entitlement per week;
- All two-year-olds who live in households which meet the eligibility criteria for free school meals are entitled to a free early education place, along with children who are looked after by the state; and
- From September 2013, the two-year-old entitlement will be extended to around 20% of the least advantaged two-year-olds (around 150,000 children).

Where parents are not taking advantage of these entitlements, it may be an early indication of disadvantage for young children, which may then hinder educational progress later in life. Therefore, when applying the fourth local discretionary criterion, you may wish to consider ‘failure to take up early years educational entitlements’, as a suitable factor.

**What does success look like?**

**Education**
- All children in the household who are in school, a Pupil Referral Unit (PRU) or Alternative Provision have had fewer than three fixed term exclusions and less than 15% absences in the last 3 consecutive terms; AND
- All children in the household who are not on the school roll have moved into a school, PRU or alternative provision, have had fewer than three fixed term exclusions and less than 15% absences in the last 3 consecutive terms.

**Anti-social behaviour**
- At least a 60% reduction in anti-social behaviour across the household in the last 6 months.

We should base the reduction in anti-social behaviour on a percentage reduction in recorded incidents and, where relevant, breaches of anti-social behaviour interventions.

As there are no universally used local data sets on anti-social behaviour, results in this area will be self-declared through whatever local systems are most appropriate.
This may include data gathered by Community Safety Partnerships, Anti-Social Behaviour Teams, Registered Social Landlords and Housing Offices.

### Reducing crime by under-18s in the family
- Overall level of offending across all under 18-year olds in the household has reduced their level of proven offending by at least 33% in the last 6 months, in comparison to their average level of proven offending in the previous 6 months.

To be consistent with the identification criterion, a proven re-offence is defined as any offence which receives a formal out of court or court disposal. This includes custody, fines, community sentences, reprimands, warnings, cautions and PNDs.

### Progress towards work (but not in a job)
- An adult in the household has volunteered for the Work Programme or has been attached to the ESF Provision in the last 6 months.

The £100 payment which will be released for achieving this result does not need to be claimed at the same time as the combined education, crime and ASB results.

### Move into continuous employment
- An adult in the household to move off out of work benefits and into continuous employment.

This results payment is offered as an alternative to the crime, ASB, education and progress to work payments.

### Nominations
Year 1 families were identified through a database trawl and matching of data sets by multi-agency partners.

Year 2 cohort will be determined by the following methods;
1. Nominations from partner agencies
2. Intelligence gathered through county data base

In order to make a nomination, the attached form must be completed and returned to your Local Project Delivery Manager by **Monday 15th April 2013**.

When making a nomination, please make sure that the family meets at least two of the three criteria above. A verification process will be undertaken by the Programme Analyst to confirm their eligibility.

### Training and support
If additional training is required to refresh practitioners' knowledge around CAF and to enable a wider workforce to engage in the CAF process through training and up skilling of local workers then this can be accessed through the Programme.

Clarifications March 2013
## Troubled Families Nomination Form

### Nominating Officer

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<tr>
<th>Name</th>
<th>Agencies involved with family</th>
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<td>YOS/YISP</td>
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<td>Youth Services</td>
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### E-Mail Address

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<th>Name</th>
<th>Agencies involved with family</th>
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<td>Health</td>
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<td>CAMHS</td>
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### Reference Number (LPDM to complete)

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<td>Community Wardens</td>
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### Household

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Position in Household</th>
<th>Address</th>
<th>School (where appropriate or state if under 5)</th>
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### Criteria Met (please tick)

- Low School Attendance
- Not on School Roll
- Exclusion
- Crime
- Anti Social Behaviour
- Worklessness
- Discretionary Criteria (Please state)

### Main Reason for Nomination (including any information practitioners should know prior to visiting the family)

### Date of Nomination

Any questions regarding this form, please contact your Local Project Delivery Manager